

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

July 10, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR, via Telephone
Jonathan Start, MTPA/KATS – Chair

Gary Mekjian, MML
Todd White, MDOT

Support Staff Present:

Niles Annelin, MDOT
Tim Colling, MTU/LTAP, via Telephone
Dave Jennett, MDOT
Gloria Strong, MDOT

Roger Belknap, MDOT
Cheryl Granger, DTMB/CSS
Craig Newell, MDOT

Members Absent:

Rob Surber, DTMB/CSS

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:35 a.m. Everyone was welcomed to the meeting.

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Item):

4.1. - Approval of the April 10, 2019 Meeting Minutes (Attachment 1)

Motion: G. Mekjian made a motion to approve the April 10, 2019 meeting minutes; T. White seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report – R. Belknap (Attachment 2)

R. Belknap provided a copy and did a quick review of the July 2, 2019 TAMC Budget Expenditure Report.

5. Review and Discussion Items:

5.1. – TAMC Conferences – G. Strong/G. Mekjian

The TAMC 2019 Fall Conference will be held October 30, 2019 at the Holiday Inn of Marquette. TAMC and the American Public Works Association (APWA) are also planning to hold another collaborative conference in Spring 2020. G. Mekjian informed the Council that APWA plans to hold the conference again at the Treetop Resort in Gaylord, Michigan. There were several comments on the May 22, 2019 TAMC/APWA Spring Conference post-conference attendees survey regarding Treetops that ACE Committee will review before making a final decision to hold the TAMC conference at this location.

Action Item: ACE Committee will review the survey results regarding holding the 2020 Spring Conference at Treetops.

5.2. – Draft TAMC Asset Management Plan Template – T. Colling (Attachment 3)

Public Act 325 created new reporting and submission requirements for Asset Management Plans. By 2025, all agencies with 100 or more centerline miles are required to submit an asset management plan that has been approved by their governing body. It is also required that TAMC provide an Asset Management Plan Template by October 1, 2019. T. Colling, MTU, provided a draft Asset Management Plan Template for the committees review and approval. The template fits with the bridge asset management plan. MTU has set the template up in modules to allow easy additions if the Council needs to add more sections to the template. To complete the template, data will be taken from Roadsoft and the MiBridge system, which will automatically fill in sections of the template, which will make it easy for the agencies to complete their required plan. For the Revenue and Resources, they are asked to take the information from the TAMC dashboards. When they get to the city majors/city locals (minor) they ask them to do an average of what they spend. What did you pay and what are you getting for what you are paying for? This is what the plan will show. In the template, for culverts and signals, it currently just asks for a list of their culverts and signals that they may have. For the Gap Requirement they must show the different ways that they make their goals or different ways to use their funds in order to meet their goals. Once TAMC receives their plans: 1) The agencies can look at the local roads goal level, 2) Tells them whether or not they can meet their goal or not, 3) We will have a more complete understanding of the majority of the system., 4) This is a good transparency item for the local officials and the public, 5) It shows where areas are focusing their mix and fixes and what their priorities are, 6) It will show that some agencies do not have goals, 7) It will show that sometimes the expectations of the community are not realistic and give them a platform to take to their elected officials regarding funding needs, and 8) It will show the state of good repair targets and targets that we think we can achieve with their current budget – this is an aspirational goal and a planned achievable realistic goal. The gap analysis will give everyone a more realistic achievable goal and tell them whether or not they can make their aspirational goal. If they are achieving their goal, in the gap analysis portion, they can state that they are meeting their goals but give examples of how to better achieve them next time.

In Public Act 325, agencies are allowed to revise their plan to meet their necessary goals. Local agencies are having short falls in their funding, so it is felt that there is a good chance that they will need to be modified after they submit their plan. A planning goal can be set that is less than the current condition.

An area of concern in Public Act 325, is who is required to review and approve the asset management plans. It was suggested that the agencies self-certify themselves in the IRT by providing the Proof of Acceptance by the Governing Body for the agency, check off the seven requirements (noting where the requirements can be found by page number in the plan), and then check off a statement saying that all requirements are met and the plan is complete. Support staff would then check for the Proof of Acceptance by the Governing Body, check to see if all seven requirements are in the plan as certified by the agency, then check off in the IRT that TAMC support staff has reviewed the plan and found the plan in compliance/non-compliance. The TAMC support staff would then provide a status report of all plans submitted in the IRT to the Council. The Act specifically states that the plan must be reviewed by the Council, and that if the Council does not approve the plan, it will go to MDOT and then MDOT will review the plan. To assure TAMC is adhering to the law, T. White will check with the Attorney General's Office for clarification and guidance as to who must review the plans.

Motion: G. Mekjian made a motion for the ACE Committee to forward the Draft Asset Management Template on to full Council for their review and comments; T. White seconded the motion. The motion was approved by all members present.

Action Item: T. White will seek the advice of the Attorney General's Office regarding the agencies self-certifying their asset management plans and TAMC MDOT support staff giving the final approval of the plans in the IRT and report back to the Council.

5.3. – Draft TAMC Policy for the Submittal and Review of Asset Management Plans- R. Belknap (Attachment 4)

R. Belknap provided to the committee a draft of the TAMC Policy for the Submittal and Review of Asset Management Plans for Roads, Bridges and Transportation Infrastructure Pursuant to Public Act 325 of 2018 and Public Act 338 of 2006, dated April 5, 2019. All updates submitted by the Council and support staff have been added to the draft. TAMC support staff will continue to work with Act 51 staff, who has also reviewed and approved the draft policy. This policy will also be used as a guidance document for the locals.

If an agency does not complete the steps for the asset management plan submittal, they are out of compliance and may not be able to continue to get funding until they meet the requirement. MDOT will send the agency a letter of non-compliance and inform them of what is missing and inform the agency of what is needed to become compliant. The agency will be given a deadline in which to make the changes. If the agency still does not complete the necessary requirements, funding will be withheld.

Motion: T. White made a motion for the April 5, 2019 Draft of the TAMC Policy for the Submittal and Review of Asset Management Plans go on to the full Council for their review and approval with the understanding that more discussions will need to be had on aspirational goals; G. Mekjian seconded the motion. The motion was approved by all members present.

5.4. – TAMC Policy of the Collection of Roadway Surface Condition Data – J. Start (Attachment 5)

This item will be tabled until the next meeting. J. Start noted changes that still needed to be made to the policy.

Action Item: R. Belknap will review the policy to assure all corrections have been made, specifically regarding the three-year certification.

5.5. – Draft 2020-2022 TAMC Work Program/Budget – J. Start/R. Belknap – (Attachment 6)

R. Belknap has updated the TAMC Work Program based upon discussions at the June 5, 2019 TAMC Strategic Planning Session. The Council and all council committees will need to review their section in the drafted work program. The ACE Committee did a quick review of their section and has requested that support staff also review to see if there are any concerns or changes that they feel should be made. The Committee would like to create a process for when and how TAMC creates its budget from the work program. A conference call with ACE Committee members will be held prior to the next committee meeting in August to discuss the ACE Committee Goals and Objectives from the draft TAMC Work Program (pages 11-13). The 2020-2022 TAMC Work Program must be finalized and approved by full Council no later than October.

Motion: G. Mekjian made a motion that subject to all committees reviewing their sections of the draft work program and after their review, the final draft work program may be forwarded to the full Council for review and comment; T. White seconded the motion. The motion was approved by all members present.

Action Item: MDOT support staff must review pages 11-13 (ACE Committee section) of the drafted work program to assure they will not have any problems with assisting the committee in meeting those tasks.

6. Public Comments:

None

7. Member Comments:

None

8. Adjournment:

The meeting adjourned at 12:07 p.m. The next meeting will be held August 7, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION

NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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